



Privacy Notice (Pupil & Parent)

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Brigg Primary School Privacy Notice (How we use pupil information)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, on-going in school assessments and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trip, photograph and activity consents (as signed by parents / carers)

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to meet obligations placed on us by North Lincs Council
- h) to meet statutory obligations placed upon us by government

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

Consent – where expressed usually for trips, additional curriculum contracts i.e. swimming and 3rd space learning and medical use forms.

Legal Obligation – Health and Safety Act 1974 (as amended) reporting requirements, Education Act 2002 requirements for census reports and the Children Act 2004 for information sharing to safeguard children.

Public Interest – sharing information with inspectors / advisors in order to assess a child's learning and methods of improving their learning development.

In addition, concerning special category data:

- Medical / dietary information with supply staff and kitchen staff under a legal obligation of the Children Act 2004 to safeguard children.
- Racial or ethnic origin of children under census rules of the Education Act 2002.

How we collect pupil information

We collect pupil information via registration forms completed by parent / carers and common transfer files from other schools or government organisations. Information provided to us by other organisations in accordance with safeguarding or census requirements.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the schools website - <http://www.briggprimary.co.uk/>

Hardcopy data is secured within school and electronic data is secured on the school server which has security software and protection installed and maintained by contracted professional services. The details of our computer security measures are contained within the schools e-safety policy which is available on the school website.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us/ or with dual registration
- our local authority
- the Department for Education (DfE)

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. The school is keen to ensure we have the correct information so if any of your details may have changed or you are unsure please come into the school office to confirm them. To make a request for your personal information, or be given access to your child's information, contact Mrs D Tebb, Brigg Primary School office.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact: Mrs D Tebb, Administration Office, Brigg Primary School, Tel 01652 652155.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>. To contact DfE: <https://www.gov.uk/contact-dfe>